

**CAERNARVON TOWNSHIP  
BERKS COUNTY, PA  
PLANNING COMMISSION  
MEETING MINUTES  
MAY 15, 2018**

The Caernarvon Township Planning Commission held its Regular Monthly Meeting on May 15, 2018 in the Caernarvon Township Municipal Building located at 3307 Main Street, Morgantown, PA pursuant to notice and according to law.

**MEMBERS IN ATTENDANCE**

Sean Zerbey, Chairperson; Donna Jeffery, Member; Allen Styer, III, Member; Scott Anderson, Great Valley Consultants, Township Engineer and Planner; Eric Brown, Siana, Bellwoar & McAndrew, Township Solicitor; Joan Bair, Township Administrator/Secretary.

**CALL TO ORDER**

Sean Zerbey, Chairperson, called the meeting to order at 7:30 PM with the Pledge of Allegiance. Solicitor Eric Brown recommended the Board appoint a Permanent Secretary. Allen Styer made a motion to appoint Joan Bair as the Permanent Planning Commission Secretary. Donna Jeffery seconded the motion. All in favor. The motion carried.

**COMMENTS FROM THE ASSEMBLY**

**MINUTES OF THE PREVIOUS MEETING**

Allen Styer made a motion to approve the minutes from the April 17, 2018 Planning Commission meeting. Donna Jeffery seconded the motion. The motion carried with all Members present voting in favor of the motion.

**PLAN REVIEWS**

Lot 4A Heritage Drive submitted a letter to the Township requesting a time extension in order to allow more time for the Zoning Text Amendment approval process. Donna Jeffery made a motion to acknowledge receipt of the time extension. Allen Styer seconded motion. All in favor. Motion carried.

**BUSINESS**

Allen Styer discussed the Board of Supervisors approving an Ordinance for the Appointment of Alternate Planning Commission members. The Supervisors approved a resolution appointing Jeff Vickers and Brian Licitra, Township Residents, as Planning Commission alternates. Solicitor Eric Brown explained that the decision to seat alternates is at the discretion of the Planning Commission Chairperson. For the present meeting, Chairperson Zerbey has chosen to not seat an alternate.

Allen Styer commented on the public packets provided at meetings regarding inclusion of draft Ordinances. Solicitor Eric Brown advised that there are no legal guidelines prohibiting inclusion of those documents. Ivy Fasko, Township Resident, thanked Allen Styer for addressing inclusion of draft Ordinances in public documents prior to the Planning Commission

**Page 2 of 2 Pages May 15, 2018**  
**Planning Commission Minutes**

meetings. For draft Ordinances included on meeting agendas, Joan Bair will attach the draft documents in the public copy available during the monthly Planning Commission meetings for public review purposes.

The members discussed the IOP Zoning Review process. Solicitor Eric Brown presented the most recent revisions for the conditional use, and stated that the zoning amendment for storage use was sent to the Berks Planning Commission for review and recommendations. Solicitor Brown also provided a sample for Planned Mixed Use Developments guidelines. He recommends a Planner provides guidance to set standards for this which has not been incorporated into the current Draft of the IOP Zoning Ordinance. Conditions for Planned Mixed Use must be based on standards to avoid risks. In addition, Solicitor Brown recommends that the Planning Commission thoroughly review the current zoning ordinance for both residential and commercial set back requirements. He also added that the removal of Section 12 on page 4 will be made for the final version. Allen Styer made a motion for Solicitor Brown to forward the amended IOP Zoning District by Right, Conditional Use and Special Exception Ordinance to Berks Planning Commission for review and recommendations. Donna Jeffrey seconded motion. All in favor. Motion carried.

The members discussed the draft Home Occupation Regulations Ordinance. Solicitor Eric Brown presented most recent revisions made to the Ordinance. Parking standards and controls were put in place for issues that could impact neighbors such as noise levels, and no storage permitted that has not been screened. In addition, Allen Styer recommended permit application guidelines be included in the Ordinance for Zoning/Use and Occupancy. Donna Jeffery made a motion to amend the Home Occupation Regulations as discussed and have Solicitor Brown forward final version to Berks County Planning Commission for review and recommendations. Allen Styer seconded motion. All in favor. Motion carried.

**MEMBER COMMENTS**

Donna Jeffery inquired about future ordinances for the Planning Commission to review/revise. Allen Styer recommends reviewing zoning for the C1 District, section pertaining to businesses that provide services and sell goods. In addition, Allen Styer recommends reviewing the ordinance that prohibits residents from keeping exotic animals as pets.

**ADJOURN**

Having no further business, Chairman Sean Zerbey adjourned the meeting at 9:09 p.m.

Respectfully Submitted,

Joan A. Bair  
Secretary